

**DEPARTMENT OF REHABILITATION SERVICES**  
**Bureau of Rehabilitation Services**  
**JOB OPPORTUNITY**

**Clerk Typist**  
**Bilingual (Spanish/English)**

**OPEN TO:** The Public

**JOB POSTING NO:** 106414

**HOURS:** Monday through Friday 8:00am to 4:30pm

**SALARY RANGE:** (CL-10) \$35602.00 - \$45004.00  
(New hires start at minimum of salary range)

**LOCATION:** 3580 Main Street, Hartford, CT

**POSTING DATE:** November 5, 2014 – November 19, 2014

The selected candidate must be fluent in Spanish. This position is accountable for performing a full range of general clerical functions including basic processing, reception, filing, record keeping, bookkeeping and typing. Initially works under the close supervision of an employee of higher grade; works more independently with acquired experience. This position requires travel throughout the State of Connecticut, including New Britain, Enfield, East Hartford, Manchester and Danielson on as needed basis.

**EXAMPLES OF DUTIES:**

**TYPING:** Using a typewriter, personal computer and other electronic equipment types a variety of materials from rough copy or electronic recording device including correspondence, memos, reports, forms, applications, bills and other documents and records with speed and accuracy; reviews and corrects drafts for conformance with originals; enters and retrieves data on personal computers and computer terminals.

**FILING:** Maintains logs; sets up and maintains records and files according to established procedures; (e.g. alpha, numeric or chronological order); searches files for information.

**CORRESPONDENCE:** Prepares and sends out standard form letters making minor revisions or additions.

**REPORT WRITING:** Compiles information from standard sources and prepares reports.

**INTERPERSONAL:** Answers phone, transfers calls and takes messages; receives and directs visitors; handles routine requests for information, procedural guidelines or assistance over the telephone or in person; (e.g. counter, reception and/or information desk).

**PROCESSING:** Receives, sorts and distributes mail; performs a variety of basic processing tasks (e.g., sorts, numbers, codes and files materials), reviews materials for accuracy and completeness (ensures categorical information is completed as required), makes changes per instructions or as authorized, verifies information through cross-referencing of existing computer and/or manual files

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or inquiries by phone or form letter to sender or other work units; does routine posting to ledgers, account books or other records; receives payments for licenses, bills, applications, fines and fees, etc.; prepares, totals and balances receipts; prepares cash transmittal/deposit slips; types and prepares purchase requisitions, orders or billing invoices according to established procedures; assists in or maintains inventory and orders supplies; performs related duties as required.

### **KNOWLEDGE, SKILL AND ABILITY:**

Knowledge of office procedures including proper telephone usage and filing; knowledge of spelling, punctuation and grammar; skill in typing a variety of materials; basic interpersonal skill; basic oral and written communication skills; basic skill in performing arithmetical computations; ability to operate office equipment which includes personal computers, computer terminals and other electronic equipment; ability to perform basic clerical tasks such as coding, sorting, alphabetizing and numeric ordering.

### **EXPERIENCE AND TRAINING:**

#### **General Experience:**

Six (6) months as a Typist or its equivalent.

#### **Substitution Allowed:**

Graduation from high school with coursework in typing.

### **APPLICATION PROCEDURE: To be considered please provide the following:**

1. State of Connecticut Application for Employment (CT-HR-12), available online at: [www.das.state.ct.us/exam/default.asp#APPLICATION FORMS](http://www.das.state.ct.us/exam/default.asp#APPLICATION_FORMS).
2. Completed "Clerical Experience Addendum", page three (3) of this posting.
3. Three (3) professional reference letters from current and/or former supervisors.
4. Candidates currently employed in state service, please submit your two (2) most recent service ratings with your application materials to:

Due to the large number of applications received, we cannot confirm receipt of applications. **Incomplete, blank or late applications will not be considered. Also, no fax, emailed or hand-delivered copies will be accepted.** Please mail your completed State of Connecticut Application for Examination or Employment (CT-HR-12) to:

[DORS.Recruitment@ct.gov](mailto:DORS.Recruitment@ct.gov)

PLEASE NOTE, THE POSTING NUMBER MUST BE IN THE SUBJECT LINE OF THE EMAIL  
or  
Department of Rehabilitation Services  
55 Farmington Avenue, 12<sup>th</sup> Floor  
Hartford, CT. 06105  
ATTN: Human Resources

**APPLICATIONS MUST BE POSTMARKED ON OR BEFORE November 19, 2014.**

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

**The State of Connecticut is an Equal Opportunity/Affirmative Action employer and strongly encourages the applications of women, minorities, and persons with disabilities.**

**DEPARTMENT OF REHABILITATION SERVICES**  
**Clerical Experience Addendum**

**Name (Last, First)**

**Date:**

**INSTRUCTIONS: Circle responses.**

How many years clerical experience do you have?*	<3 years	3-5 years	5+ years
Was this permanent employment?	Yes	No	
Have you worked for a human service agency/company?	Yes	No	
Do you have experience keeping multiple schedules for multiple people?	Yes	No	
Do you have transcription experience?	Yes	No	
Do you have experience developing written correspondence?	Yes	No	
Do you have experience completing template letters?	Yes	No	
Have you used mail merge to send correspondence?	Yes	No	
Do you have experience as a receptionist?	Yes	No	
Do you have experience answering multiple phone lines?	Yes	No	
Do you have experience explaining policies, procedures or rules?	Yes	No	
Do you have experience using CORE-CT or Oracle?	Yes	No	

How would you rate your level of expertise in:

Microsoft Word	Beginner	Intermediate	Advanced
Microsoft Excel	Beginner	Intermediate	Advanced
Microsoft Outlook	Beginner	Intermediate	Advanced

\* Clerical experience includes: entry and retrieval of data from computer terminals; types a variety of forms, envelopes, etc. Maintains logs, sets up and maintains records and files according to established procedures; searches files for information. Sends out standard form letters making minor revisions or additions. Answers phones, relays calls and takes messages; receives and directs visitors; handles routine requests for information or assistance.